

Office Manager (7377U), Student Learning Center - 77944
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256301>

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Posted Apr. 28, 2025, set to expire Jul. 1, 2025

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| Job Title | Office Manager (7377U), Student Learning Center - 77944 |
| Department | Student Learning Center |
| Institution | University of California, Berkeley Berkeley, California |
| Date Posted | Apr. 28, 2025 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Information Technology Facilities/Maintenance/Transportation Administrative Support/Services |
| Apply Online Here | https://apptrkr.com/6181300 |

Apply By Email

Job Description

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Office Manager (7377U), Student Learning Center - 77944

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Student Learning Center is a global learning community where student scholars convene to discover, uncover, and recover ideas, concepts, languages and cultures. Since 1973, it has been the primary academic unit on campus tasked with providing peer-led support services to Cal undergraduates. It has served approximately 120,000 students in its forty-year history, with a little more than 10,000 students in the 2018-2019 academic year alone. The Center's work has been at the forefront of increasing and maintaining the University's retention and graduation rates, which are the highest in the UC system and in the top three of higher-learning institutions in the nation. The Student Learning Center belongs to the Division of Undergraduate Education.

Core Values

- Deliver service with integrity.
- Approach learning as a process, not a product.
- Create innovative pedagogy and practices that optimize student learning.
- Operate from a student-centered framework.
- Respect diverse ways of knowing and learning.

Key Highlights

- Founded in 1973 and is today the primary academic support unit for UC Berkeley.
- Serves over 10,000+ undergraduates annually, approximately 30% of the undergraduate student

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population.

- Employs 24 professional staff with disciplinary expertise, 300+ trained undergraduate tutors, and 10 graduate student instructors.
- Serves as the liaison between the Academic Senate and the DeCal program, a partnership that adds over 300 courses per year to Berkeley's curriculum.
- Manages Berkeley's Summer Bridge Program, a rigorous six-week academic residential program for entering freshmen.

Position Summary

This position provides a wide-range of the administrative support to the organization. Administrative services include activities in finance and human resources as well as IT, facilities, or student services.

Application Review Date

The First Review Date for this job is: 05/09/2025.

Responsibilities

- Oversees a broad range of administrative functions, including IT and facilities support, website maintenance, and formal correspondence with campus and external partners.
- Develops and manages procurement procedures; maintains and monitors the unit's inventory including office furniture, supplies, classroom technology, equipment, and health and safety materials.
- Serves as the building liaison: coordinates and schedules maintenance activities, updates building safety and security protocols, performs regular building inspections, and prepares condition reports.
- In consultation with the Executive Director, monitors and advises on matters related to salary equity, job classification and reclassification.
- Coordinates HR processes such as job postings, onboarding of new employees, and the Achieve Together performance evaluation cycle.
- Acts as a liaison between the unit and campus partners in HR, Payroll, and Labor Relations.
- Manages payroll workflows and stays current on union contracts for represented employees, serving as a key advisor to supervisors and managers on contract-related matters.
- Provides administrative and logistical support for grant-writing efforts, including the preparation of financial reports and development of written content.
- Supports center-wide fundraising efforts, including collaboration on fundraising campaigns, stewardship of donor data, and preparation of impact reports.

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- Assists in the planning, coordination, and execution of special events that support student engagement, community building, and donor cultivation.
- Contributes to campus-wide and center-wide committees, representing the unit in collaborative initiatives and shared governance.
- Recruits, trains, and supervises a cadre of student employees, ensuring effective performance and providing guidance for their professional development.

Required Qualifications

- Thorough knowledge of and/or can quickly learn University rules and regulations, processes, protocols and procedures for budget, accounting and fund management, and/or personnel management.
- Knowledge of a variety of administrative operational activities such as event planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.
- Interpersonal skills, including verbal and written communication, active listening, critical thinking, persuasiveness, one-on-one and group communication skills.
- Solid knowledge of and/or can quickly learn common University-specific computer application programs.
- Ability to use discretion and maintain confidentiality.
- Strong skills in short-term planning, analysis, problem-solving, and customer service.
- Thorough knowledge of financial analysis and reporting techniques, and/or human resources policies and procedures for staff and academic employees.
- Skills in event planning, problem-solving, and working independently and collaboratively.
- Knowledge of academic support work and critical learning center praxis.
- Skills in written and verbal communication; one-on-on and small group presentations.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Advanced degree in related area and/or equivalent experience/training.

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Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$80,400.00 - \$112,900.00.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they

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committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

[U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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